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**From:** Lobik Stephen [slobik@facil.umass.edu]  
**Sent:** 12/3/2010 7:39:28 PM  
**To:** Hanchett, James (DPH) [James.Hanchett@state.ma.us]  
**Subject:** Phones and data

Jim,

Rick Grant from OIT emailed and told me all you (as TUG rep) need to do is give him the existing jack number and new jack number to move the phone line to. If you need a hand at doing this I can help out. Also new jacks need to be numbered by OIT.

Thanks,

Stephen

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